

District First Mobile Application: How to Submit an End of Certification

Procedure

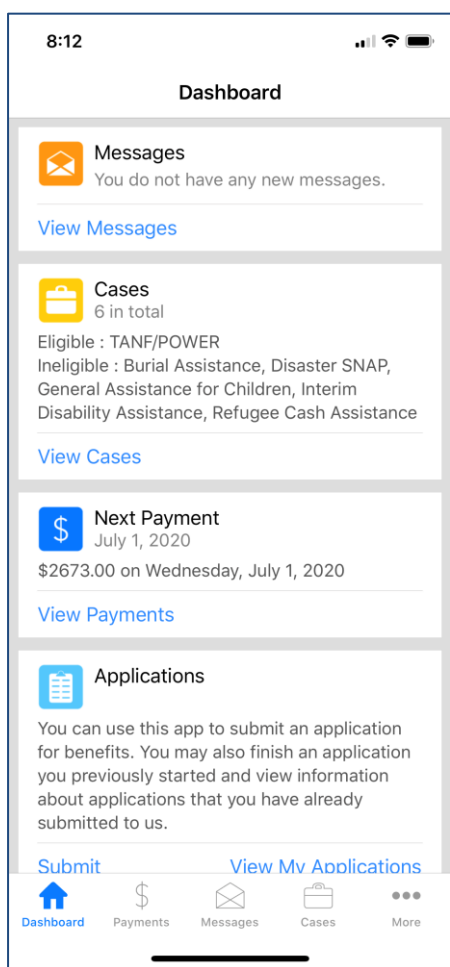
How to Submit an End of Certification in the District First Mobile App

Overview: Follow the steps below to successfully submit an end of certification in the District First mobile app

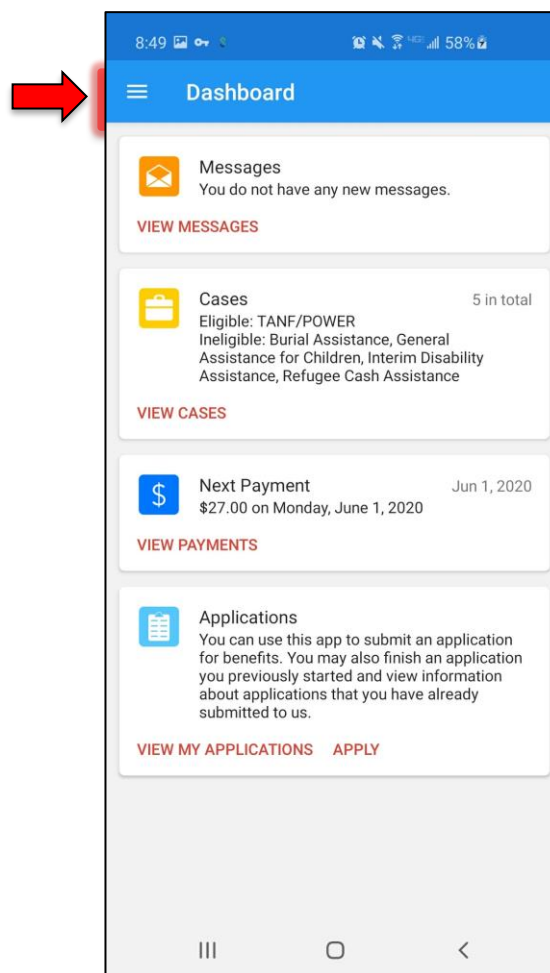
Step-by-Step:

- 1 User clicks on the **More Options** dashboard.

[iPhone]

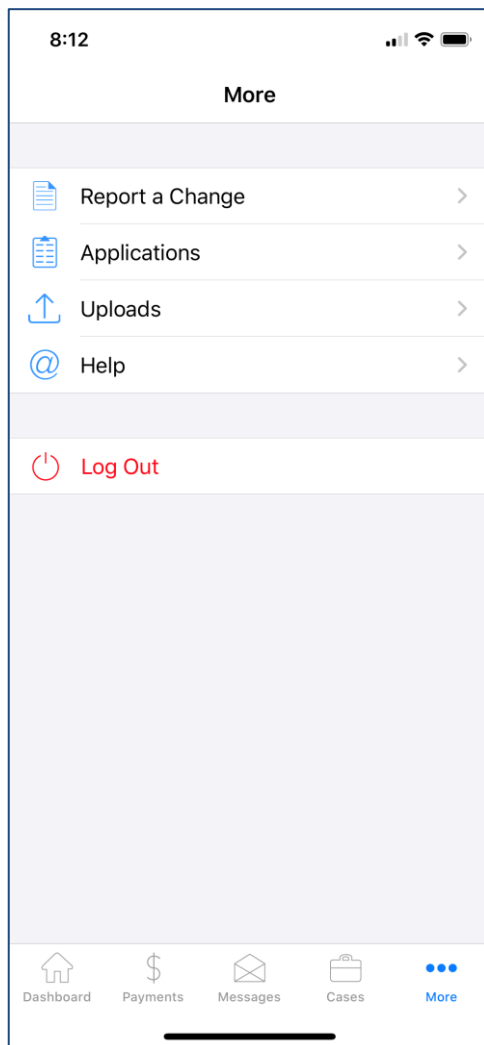


[Android]

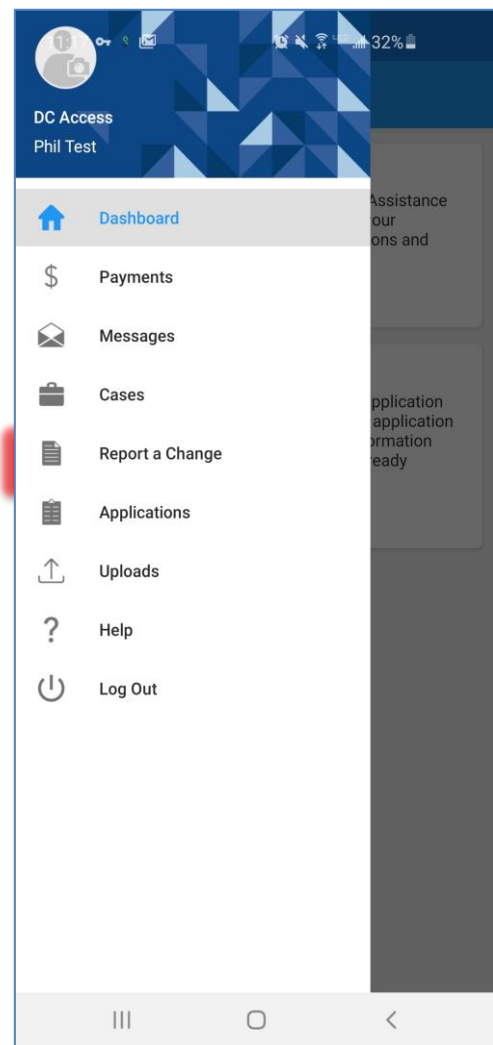


2 User selects “**Report a Change.**”

[iPhone]

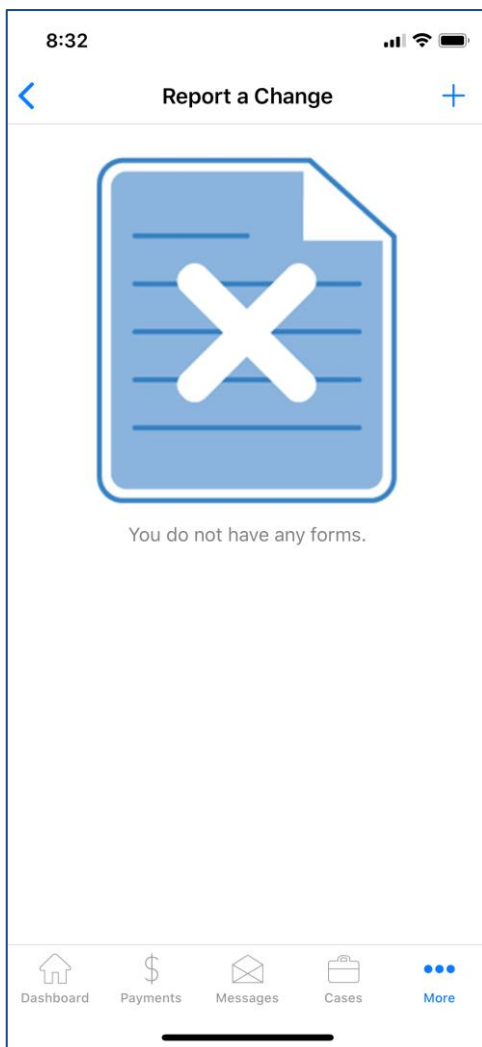


[Android]

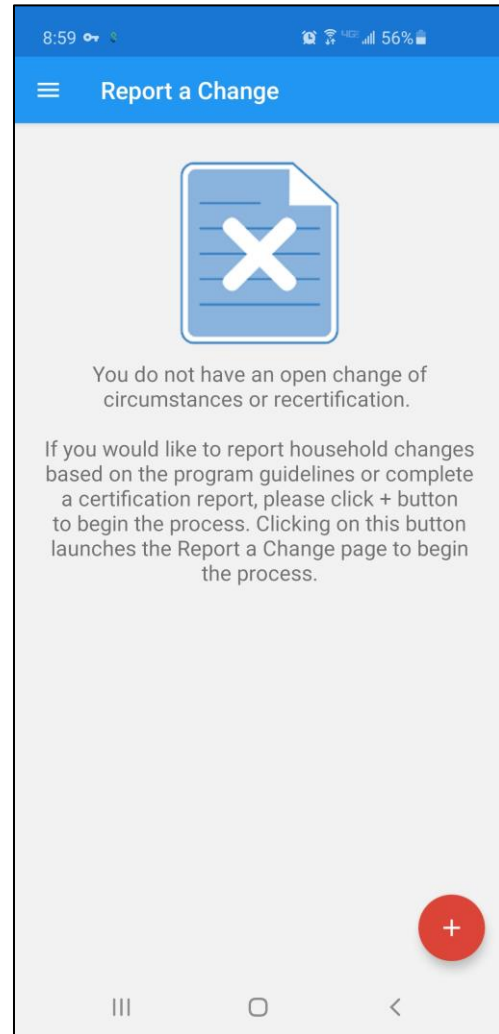


- 3 The mobile app will display the **Report a Change** screen, where user clicks on the Plus (+) icon button.

[iPhone]

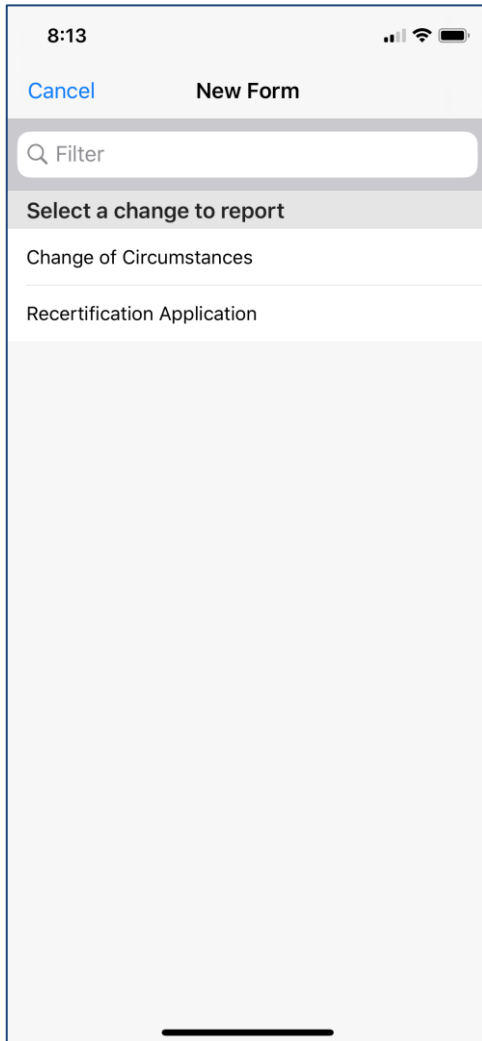


[Android]



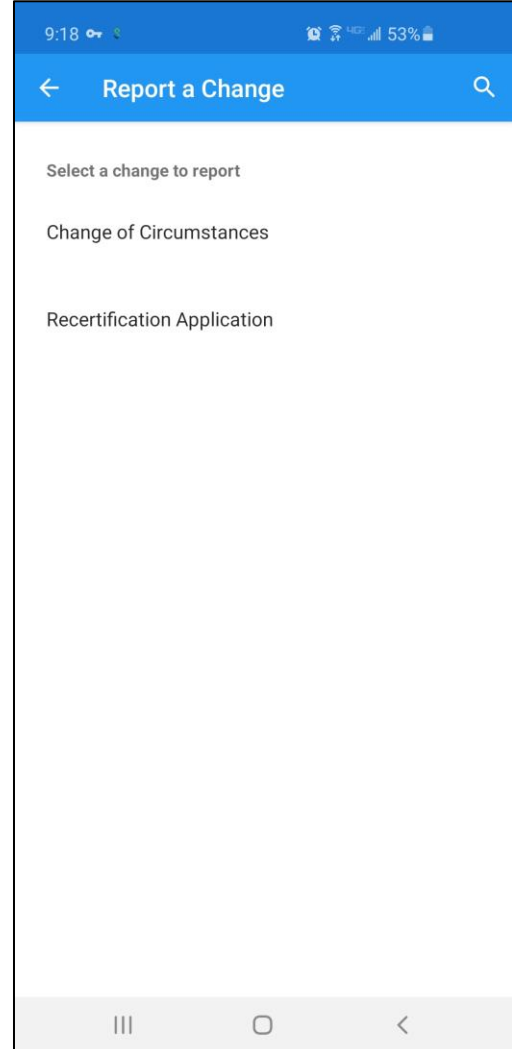
- 4 User selects the “**Recertification Application**” and begins a new form.

[iPhone]



The iPhone app interface shows a 'New Form' screen. At the top, there is a 'Cancel' button and the title 'New Form'. Below the title is a search bar labeled 'Filter'. Underneath the search bar is a section titled 'Select a change to report'. This section contains two options: 'Change of Circumstances' and 'Recertification Application'. The 'Recertification Application' option is highlighted with a red background, indicating it has been selected. A red arrow points from this option towards the Android interface on the right.

[Android]



The Android app interface shows a 'Report a Change' screen. At the top, there is a back arrow and the title 'Report a Change', followed by a search icon. Below the title is a section titled 'Select a change to report'. This section contains two options: 'Change of Circumstances' and 'Recertification Application'. The 'Recertification Application' option is highlighted with a red background, indicating it has been selected. A red arrow points from this option towards the iPhone interface on the left.

- 5 Once user populates the applicant's information, the mobile app will display a form that consists of a series of questions asked over several screens.

[iPhone]

8:14

Close Recertification Application

Applicant Information

First name*

Jeanone

Middle name

Last name*

Paulone

Date of birth*

Sex*

☐ Male

☐ Female

Telephone*

Email address*

Previous Next

A red arrow points to the 'Next' button.

[Android]

9:19

← Recertification Application

Applicant Information

First name*

Ppg

Middle name

Last name*

Amelia

Date of birth*

Sex*

☐ Male

☐ Female

Telephone*

Email address*

Confirm your email address*

← →

III O <

A red arrow points to the right arrow button.

- 6 Once a Recertification application is completed with the recipient signature, user can no longer update it.
- Tapping on a completed recertification opens a read-only version of the application form.
 - For an “In-Progress” recertification application, the user can provide updates to the application on the **Report a Change** screen.

[iPhone]

8:27

[Close](#) Recertification Application

beneficiary cannot sign this form, you may sign it for them. By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge.

I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge. ☒

Recipient Signature*

Tap here to sign

Date*

Jun 23, 2020

Phone:*

Previous Next

A red arrow points to the 'Next' button.

[Android]

9:20 53%

← Recertification Application

PLEASE READ AND SIGN. I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge. I know if I give false information, I may be breaking the law and I could be at risk of criminal prosecution and penalties. I know that state and federal officials will check this information. I agree to help and cooperate with their potential investigations.

Authorized Representative(s): If the beneficiary cannot sign this form, you may sign it for them. By signing, you are attesting under penalty of perjury that all of the information on this form is true and correct to the best of your knowledge.

I have reviewed the information and I believe that all of the information on this form is true and correct to the best of my knowledge. ☒

Recipient Signature*

TAP HERE TO SIGN

Date*

Jun 29, 2020

Phone:*

← →

A red arrow points to the right arrow button.